

Endeavor Process - Franklin Circle Christian Church

PLEASE use this checklist – It will help insure a successful Endeavor!

First Things First:

1. Check with Carole Sauer, the Secretary in the Church Office, to make sure the space you need is available on the date you propose and there is no other competing church event on that date. _____ done.
2. Fill out an Endeavor form and turn it into Beverly Wurm, Chair, no later than a month prior to your proposed date and at least 5 days before the next Mission Council Meeting. (Get your form by cutting/pasting the one below. _____ done.
3. You will be asked to meet with the Mission Council (usually the 1st Sunday of the Month) to share your plans and answer questions about the Endeavor. _____ done.
4. If the Mission Council does not give its blessings to your Endeavor, you have the right to appeal to the Church Board.

5. **Following Mission Council Blessings:**
6. **Fill out a Building Use Form AND Check Request form** and get it to Carole Sauer, Church Secretary. She will copy and get it to the appropriate people for approval. At church: slide it under the church office door. By mail: 1688 Fulton Rd., Cleveland, OH 44113-3096. By fax: 216-781-0013. _____ done.
7. **Notify the Messenger Newsletter editor**, Michelle Brown, of the details of the Endeavor. E-mail: DOCMICHELLEDOC@aol.com . At Church: there is a mailbox in the Diaconate Room and the church office. By mail: 2088 W. 95th St., Cleveland, OH 44102-3760. _____ done.
8. **Get the same announcement to the Church Secretary**, Carole Sauer. At Church: put it in the offering plate or slide it under the church office door. By mail: 1688 Fulton Rd., Cleveland, OH 44113-3096. By fax: 216-781-0013. By E-Mail at carolesauer@sbcglobal.net. _____ done.
9. **Publicity for events that welcome persons from outside of the church.** A variety of options are available:
 - a. Posters (see accompanying sheet for poster placement in the neighborhood). Carole Sauer, Church Secretary, is willing to help design posters. _____ done.
 - b. Neighborhood E-mail: send complete information to the Ohio City Near West Development Corporation: info@ocnw.org _____ done.
 - c. Plain Press (monthly neighborhood paper and website): For the newspaper, it must be turned in by the 15th of the month before to: Plainpress@yahoo.com. _____ done.
 - d. Website: If you want specific information on our church's website, you need to give that information to Pastor Allen: AHarrisCLE@aol.com or by mail or fax at the church's address. _____ done.
10. ***** PLEASE NOTE: Your publicity reflects directly on the church's image in the community. Please ensure that your publicity is done well and is clear. All publicity should use the complete name of the church: Franklin Circle Christian Church (Disciples of Christ) and should have the full address, phone, and website of the church: 1688 Fulton Rd., Cleveland, OH 44113; 216-781-8232; www.FranklinCircleChurch.org**
11. **Complete Endeavor Evaluation form and return to Bev Wurm, chair.** _____ done.

NOTE: All Endeavors NOT approved by the Mission Council can be appealed to the church's Board. Please speak to the Board Chair, Al Betts, to do so. (updated February 2008)

* Endeavor Proposal *

Make your creative ideas a reality!

To: Franklin Circle Christian Church Mission Council, Bev Wurm, Chair

From (person/Team name): _____

Date Form Filled Out: _____

Proposed Endeavors Name/Title: _____

Purpose (What do you hope to accomplish by doing this Endeavor?): _____

(Please use the back of this form or attach a separate sheet if you need more room.)

Date(s) of Activity/Event: _____

Leadership (Who in the congregation will be helping you with this Endeavor?): _____

How does this Endeavor fulfill our congregation's Mission Statement?

Budget (w/dates payable): _____

TOTAL REQUEST: _____

Plan (Briefly describe what steps you will take to do this Endeavor?): _____

FCCC Facility/Equipment Required (rooms w/dates): _____

Evaluation to be returned to Mission Council by: (date) _____

For Mission Council Use Below...

Date Submitted to Mission Council: _____

Date Blessings Given - Declined - Returned For More Work (circle one): _____

*If Approved are appropriate building/check request forms attached? Yes No

Authorized signature: _____